

## BOARD MEETING MINUTES, September 21, 2024

Board Members Present: Judi Shellenbarger, Hal Hovey, Dick Graham, David Bernardy and Dennis Titus



Community Members Present: Dave Shellenbarger, Doug Smith

1. JS Called meeting to order at 9:38 and established a quorum.
2. Reading of preceding meeting minutes – HH moved to waive the reading, DG seconded – All in favor.
3. Officer and Committee reports
  - a. Opening Comments
  - b. Treasurer – Financial update
    - i. Billing from NW Water and Jerry Beck Electric are both behind and we are waiting for invoices from recent work that has been completed.
    - ii. Our current expenditures are higher than the 2024 budget. The water meters installed at the beginning of the year were under budget but utility fees and service fees have increased by 20% from the previous year. Unforeseen electrical and mechanical repairs have also been required to maintain the water system. Additional upgrades are still required for the water system (refer to the water coordinator report). Increases to the operating budget will be required to account for the additional expense. The 2025 budget will be discussed in the next meeting.
    - iii. Please see the attached treasurer’s report.
  - c. ACC Report
    - i. Category B projects were approved by the ACC for lots 11B and 13B. Refer to the attached ACC report.
  - d. Water Coordinator Report
    - i. Coliform bacteria was found in (2) water samples taken last month. A boil water notice or warning to the residents was not required by the Department of Health. NW Water is treating the system and will take additional tests.
    - ii. A switch/relay burned out in the well house and had to be replaced. This switch was recently replaced with the previous repair work completed earlier this year.
    - iii. Jerry Beck Electrical indicated that the recent and ongoing repairs are the result of an aging electrical system that is nearing the end of its operational life. They stated that without updating the electrical system, continual and ongoing repairs will likely be needed. It has been possible to make most of the recent repairs without interrupting water service but if not addressed, future repairs could impact water service for an extended period of time. In addition, the parts required for repairs to the existing system are not readily available and delays in repairs should be expected.

- iv. The Water Coordinator solicited bids to upgrade the electrical system and recommended that the board approve the lower of the two bids received (\$19,421.93). The repairs will replace the aging electrical system with a new more reliable system. Future repairs will be simpler and replacement parts will be more available. It will also better alternate between the water pumps to extend their life.
  - v. Payment of the electrical upgrades was discussed. The board decided that the expense will be paid from a combination of the operating budget and the savings fund. Replenishing the two will be reviewed when the budget is discussed in the next meeting.
  - vi. HH moved to approve the proposed repairs up to \$25,000.00. DG seconded, all in favor. The additional amount approved above the bid is to account for possible unknown changes during construction.
4. Unfinished Business
- a. Status of electrical system bid to replace (discussed in Water Coordinator, report see above).
  - b. DB completed painting well house 2 on lot 3B.
  - c. Lead Service Line Inventory
    - i. Dave Shellenbarger has been working through the submittal requirements for the Lead Service Line Survey required by the Department of Health and is almost complete. Submittal to the Department of Health is required by Oct 16, 2024.
5. New Business
- a. Clean up around well and well roof.
    - i. Brush and general clean up is needed around the well house. JS proposed a work party and will organize 1-2 days for in the near future.
  - b. 2025 budget will be discussed in the next meeting.
  - c. Welcome letter to new owners.
    - i. DT will reach out to the real estate agents to get the contact information for the new neighbors and will prepare a welcome letter.
6. Comments and discussion
- a. Dave Shellenbarger facilitates the water billing for the community. There have been problems with the current software used to create the bills. Robert Roessler volunteered to review the software. NW Water also offers a billing service and there was discussion regarding switching to NW Water billing. Dave Shellenbarger will look into the costs of NW Water billing services.

**10:50 AM Meeting adjourned.**

**Next Board Meeting:** 10/26/23 9:30AM via Zoom; the Community is invited to attend.

Join Zoom Meeting

<https://us02web.zoom.us/j/83978446184>

Meeting ID: 839 7844 6184

Dial by your location

- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)

Minutes prepared by Dennis Titus, Secretary, Approved by SMCA board.

**Sky Meadows Community Association**  
**Treasurer's Report – (as of September 12, 2024)**



**TOTAL ASSETS - \$39,872.61** (decrease of \$4,226.76 since July 19, 2024)

**OPERATING FUND – Balance \$29,371.02**

<u>Income</u>	-	<u>Deposits &amp; Interest</u>
7/03/2024	-	\$1,316.39
7/15/2024	-	\$3,801.05
7/23/2024	-	\$1,332.52
7/31/2024	-	\$0.58 (Interest)
8/01/2024	-	\$439.55
8/27/2024	-	\$110.00
8/31/2024	-	\$0.58 (Interest)
<b>Total Income</b>		<b>\$7,000.67</b>

<u>Expenses</u>	-	<u>Checks, Direct Withdrawals &amp; Bank Fees</u>
7/15/2024	-	\$3,500.00 (Transfer to Savings Fund)
7/15/2024	-	\$988.26 (NW Natural Water Services Inv #3197)
7/31/2024	-	\$1,042.60 (NWNWS Inv #2882)
7/29/2024	-	\$164.45 (PSE Direct Withdrawal)
7/29/2024	-	\$16.75 (PSE Direct Withdrawal)
7/31/2024	-	\$5.00 (Paper Statement Fee)
8/28/2024	-	\$178.55 (PSE Direct Withdrawal)
8/28/2024	-	\$22.88 (PSE Direct Withdrawal)
8/31/2024	-	\$5.00 (Paper Statement Fee)
9/05/2024	-	\$3,996.00 (Douglas Insurance)
9/06/2024	-	\$634.23 (NWNWS Inv #3735)
<b>Total Expenses -</b>		<b>\$10,536.97</b>

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**SAVINGS FUND – Balance \$10,501.59**

**Income**

<b>7/15/2024</b>	<b>-</b>	<b>\$3,500.00 (Transfer from Operating Fund)</b>
<b>7/30/2024</b>	<b>-</b>	<b>\$0.20 (Interest)</b>
<b>8/31/2014</b>	<b>-</b>	<b>\$0.27 (Interest)</b>
<b>Total Income</b>	<b>-</b>	<b>\$3500.47</b>

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**Hal Hovey**



**Sky Meadows Community Association Treasurer**

**9/12/2024**

SKY MEADOWS COMMUNITY ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE (ACC) REPORT

August-September 2024

- The ACC Committee Members are as follows:
  - Robert Roessler, Chairman
  - Jan Graham, Vice Chair
  - Susan Fox, Secretary
  - Howard Bledsoe, Member at Large
  
- The ACC Committee would like to request that the community use the ACC email account, [skymeadowsacc@gmail.com](mailto:skymeadowsacc@gmail.com) when corresponding with the committee.
  
- Issues brought forth to the committee:
  - Approved Category B request for Lot 13B, Fox to remove a diseased tree from their backyard. Request was submitted on July 28, 2024
    - Site visit was conducted on July 30, attended by Robert Roessler and Howard Bledsoe.
    - Tree removal was approved.
    - Tree has been felled.
  - Received request from Lot 11B on July 2. Titus to grade and remove additional trees prior to their building project.
    - Site visit was conducted on July 18. The committee asked for additional input and clarifications from the owner.
    - Owner provided drainage plan and tree removal recommendations from an arborist.
    - Upon review of the documentation, Committee approved both Category B projects.

# Water Coordinator's Report

## Water System Report September 21, 2024

a) **abnormal/unusual usage reports** - Haven't received the end of quarter reports at this time

b) **water quality reports** - Routine samples (5) were taken on August 19: 3 households and each well. 2 of the samples showed a presence of coliform bacteria. Don't panic it wasn't E. coli. This triggered what is called a level 1 assessment. It did not require a boil water notification or any other warning to homeowners. I talked extensively with the Department of Health, Department of Drinking Water and the board. The level 1 assessment was done on Friday September 20, 2024. I observed the assessment done by Patrick from King Water and all seemed in order. There were a couple of minor repairs necessary on the roof of the reservoir, in the well house and at well #2. King Water will make the repairs. Often a system flush will correct the issues of contamination and one is being scheduled.

c) **a description of any notable repairs and maintenance activities.**

A switch/relay in the well house burned out and this one had just been worked on last January. Jerry Beck Electrical did the work and will be sending a bill out soon.

d) **notice of upcoming system activities and/or maintenance.**

- Electrical repairs/replacement of electrical parts in well house, ongoing issues. I will share bids at the meeting from Jerry Beck Electric on suggested repairs at the well house. I strongly urge the board to approve the lower of the two bids. I am awaiting a new bid, but the one I received last May was \$19,421.93.
- Scheduling a system flush to be done as soon as possible
- Scheduling a generator service
- Clean-up around the well house and on roof

I usually receive a copy of any invoices, reports, etc. from NWNWS/King water and Jerry Beck Co. or any company that works on the water system from the treasurer. These go in the water system files and I can refer to them if I need to.

Respectfully submitted, Judi Shellenbarger



April 2016  
DOH 331-181  
Revised

## Questions & Answers

# Coliform Bacteria and Drinking Water

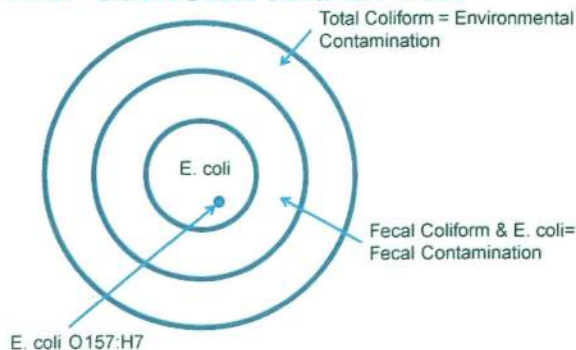
Public water systems must deliver safe and reliable drinking water to their customers 24 hours a day, 365 days a year. If the water supply becomes contaminated, consumers can get seriously ill. Fortunately, public water systems take many steps to make sure drinking water is safe. One of the most important steps is regular testing for coliform bacteria.

### What are coliform bacteria?

Coliform bacteria are present in the environment and feces of all warm-blooded animals and humans. Coliform bacteria are unlikely to cause illness. However, their presence in drinking water indicates that disease-causing organisms (pathogens) could be in the water system. Most pathogens that can contaminate water supplies come from the feces of humans or animals. Testing drinking water for all possible pathogens is complex, time-consuming, and expensive. It is easy and inexpensive to test for coliform bacteria. If testing detects coliform bacteria in a water sample, water systems search for the source of contamination and restore safe drinking water.

**There are three groups of coliform bacteria. Each is an indicator of drinking water quality and each has a different level of risk.** Total coliform is a large collection of different kinds of bacteria. Fecal coliform are types of total coliform that exist in feces. *E. coli* is a subgroup of fecal coliform. Labs test drinking water samples for total coliform. If total coliform is present, the lab also tests the sample for *E. coli*.

### Total Coliform, Fecal Coliform and *E. coli*



**Total coliform bacteria** are common in the environment (soil or vegetation) and are generally harmless. If a lab detects only total coliform bacteria in drinking water, the source is probably environmental and fecal contamination is unlikely. However, if environmental contamination can enter the system, pathogens could get in too. It is important to find and resolve the source of the contamination.

**Fecal coliform bacteria** are a subgroup of total coliform bacteria. They exist in the intestines and feces of people and animals.



HELPING TO ENSURE SAFE AND RELIABLE DRINKING WATER



*E. coli* is a subgroup of the fecal coliform group. Most *E. coli* bacteria are harmless and exist in the intestines of people and warm-blooded animals. However, some strains can cause illness. The presence of *E. coli* in a drinking water sample usually indicates recent fecal contamination. That means there is a greater risk that pathogens are present.

**Note:** *E. coli* outbreaks receive a lot of media coverage. A specific strain of *E. coli* bacteria known as *E. coli O157:H7* causes most of those outbreaks. When a drinking water sample is reported as “*E. coli* present,” it does not mean that *O157:H7* is present. However, it does indicate recent fecal contamination. Boiling or disinfecting contaminated drinking water destroys all forms of *E. coli*, including *O157:H7*.

### **What if coliform bacteria are found in my water?**

When coliform bacteria are found, water systems investigate to find out how the contamination got into the water. They collect additional water samples and often inspect the entire system. Collecting additional samples helps determine whether an actual problem exists. If the lab detects bacteria in any of the additional samples, the initial findings are “confirmed.”

### **What if total coliform bacteria are confirmed in my water?**

If a lab confirms total coliform bacteria in your drinking water, your water system must conduct an assessment to find out how the contamination got into the water. If the assessment identifies the cause of the contamination, the water system can usually correct the problem with repairs, treatment, or improved operation and maintenance practices. We help water systems resolve problems. When a lab confirms total coliform bacteria in drinking water, we recommend that the water system notify its customers as soon as possible. The notice will explain what the system is doing to correct the problem, when the problem will likely be resolved, and what customers may need to do until then.

### **What if *E. coli* are confirmed in my water?**

Confirmation of *E. coli* in a water system indicates recent fecal contamination, which may pose an immediate health risk to anyone who consumes the water. The water system will issue a “health advisory” within 24 hours to alert all water users of a health risk associated with the water supply. The advisory usually recommends using boiled or bottled water for drinking, preparing food, and brushing teeth. It also outlines the steps underway to correct the problem and explains when the system expects to resolve the problem.

Responding to health emergencies is our highest priority. We will inspect the system as soon as possible to help the water system resolve the problem. More water samples will be collected to find and eliminate potential contamination sources, and a system not normally disinfected will most likely be chlorinated and flushed. The health advisory will remain in effect until the situation is resolved and the water is safe to drink.

### **For more information**

Our publications are online at <https://fortress.wa.gov/doh/odwpubs/>

### **Call our nearest regional office**

Northwest Region: Kent  
253-395-6750

Southwest Region: Tumwater  
360-236-3030

Eastern Region: Spokane Valley  
509-329-2100

For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).